

Special Annual Leave Bonus Frequently Asked Questions

What is Special Annual Leave Bonus? A one-time five days (40 hours) of leave granted to eligible state employees that can be used similarly to how regular vacation leave is used. However, this leave is different from regular bonus leave and special leave previously granted in FY 2012-13, FY 2013-14 and FY 2017-18. See the table below.

	Special Leave FY 2012-13	Bonus Leave FY2013-14	Special Bonus Leave FY 2017-18	Special Annual Leave Bonus FY 2018-19
Does it expire?	YES	NO	YES Only upon separation or retirement	YES Only upon separation or retirement
Does it pay out upon separation?	NO Only in the case of retirement	YES	NO	NO
Can it be used before exhausting comp time?	YES	NO	YES	YES
Can you donate this leave as Voluntary Shared Leave?	NO	YES	NO	NO

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Q: When did Special Annual Leave Bonus become eligible to be used?

A: Session Law 2018-5 granted this leave to be effective on July 1, 2018.

Q: Can employees change vacation/bonus requests already submitted or exhausted to reflect Special Annual Leave Bonus instead?

A: Yes, but only vacation and bonus leave used beginning July 1, 2018 may be submitted for change. No changes prior to July 1, 2018 can be made. Send requests via email to HRPS@uncg.edu for action.

Q: Will there be a specific time frame to submit retroactive changes for bonus leave?

A: Yes. Retroactive adjustments will only be allowed for a short period upon implementation. Requests must be made not later than August 15th.

Q: Is Special Annual Bonus Leave transferrable?

A: Yes, any balance of Special Annual Bonus Leave will be transferred with the employee who transfers (without a break in service) to another state agency position eligible for Special Annual Bonus Leave.

Q: Can employees use Special Annual Bonus Leave to make up adverse weather liabilities?

A: Yes, if the adverse weather leave occurred on or after July 1, 2018.

Q: Are part-time employees eligible for Special Annual Bonus Leave?

A: Yes, permanent part-time employees shall receive a pro-rata amount of the five days (40 hours).

Q: What will be the new code for the timesheet entry?

A: The Code will be A194 with a long description of FY18-19 Special Annual Bonus Leave.